

## JOB DESCRIPTION

**Job Title:** Director, State of Good Repair

**FLSA Status:** Exempt

**Salary Grade:** 12

### PURPOSE OF POSITION

The Director, State of Good Repair, will lead a team of staff, consultants, and contractors in successfully delivering various aspects of Metrolink's State of Good Repair program which monitors the condition, programs for funding, and rehabilitates Southern California Regional Rail Authority's (SCRRA) infrastructure-based assets including 546 miles of track, structures and signals, encompassing five counties.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Executive level management.
- Responsible for managing and monitoring work performance of a department.
- Responsible for managing and supervising the performance of multiple consultants and contractors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.*

- Lead project design and delivery, coordinating with the appropriate teams and departments for infrastructure assets funded through the State of Good Repair Program. This task may include the development of railroad engineering standards, specifications and processes; review internal and external design plans and specifications for compliance with Railroad requirements, inspect and review on-going construction and maintenance work for compliance with Railroad requirements.
- Manage consultant and contractor contracts, contract task orders, schedules, cost, scope and invoice review. These include SCRRA's Project Management (PM) and Construction Management (CM) consultant contracts, as well as various Construction contracts, as assigned.
- Act as Metrolink's "Legally Responsible Person" for Construction permits for projects under the Director, State of Good Repair's responsibilities.
- Act as Railroad engineering subject matter expert with internal and external clients.
- Ensure implementation of SCRRA policy, procedure and plans regarding the cost, schedule, and general project management activities for State of Good Repair projects.
- Serve as Program Manager or Project Sponsor on various complex engineering and construction projects; directing subordinate staff to proactively manage scope, budget, schedule, functional quality, internal and external impacts and assure projects are designed and constructed safely with no or minimal impacts to railroad operations.
- Establish and monitor policies and procedures for developing and delivering projects within a California Public Works contracting environment utilizing federal, state and local grant funds.



- Identify operating problem areas, inefficiencies and report on issues involving department activities; recommend and implement improved courses of action.
- Collaborate with managers and departments to accomplish organizational objectives, in support of the delivery of capital projects and railroad operations to facilitate timely project progress and compliance with financial and contractual requirements.
- Participate in various cross-functional committees to address overall organizational strategies and goals.
- Direct staff and establish training needs and ensure objectives and expectations are met, along with compliance of policies and procedures.
- Establish and maintain productive working relationships with member agencies to support the delivery of capital projects.
- Direct the preparation and processing of all Board items in relation to departmental objectives.
- Direct the Authority's State of Good Repair program functions including the following activities: Lead the program funding requests for infrastructure assets, coordinate the prioritization of projects with external state-holders and regulators; provide QA/QC of Metrolink's Bridge Management program.
- Coordinate with SCRRA's Operation department on the inspections, condition ratings, and asset management so that the highest priority projects are addressed with available funding.
- Lead the development of SCRRA's Rehabilitation Plan, communicate funding needs to the member agencies to bring infrastructure assets into a State of Good Repair.
- Coordinate with Procurement Department to review and negotiate contracts that serve and benefit Metrolink, including the negotiation of proposals, change orders, revisions, and claims; this task may also include the assessment of discipline, penalties, damages, and claims against Metrolink's Contractors.

## MINIMUM QUALIFICATIONS

### Education and Experience

- Bachelor's degree in Engineering, Construction Management or a related field.
- A minimum of ten (10) years of relevant and progressively increasing experience in construction, or engineering. Experience must include at least two (2) years of contract management of engineering or construction projects and two years of experience managing the work of staff or consultants.
- A minimum five (5) years' design or construction experience with a Commuter/Passenger or Class 1 Freight Railroad or as a consultant or contractor working on long term assignments involving Commuter/Passenger or Class 1 Freight Railroad Projects.
- A combination of training, education and/or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- Valid Class C Driver's license with a satisfactory driving record of no more than two moving violations and no DUI's within the last three years.

### Preferred Qualifications

- A minimum of four (4) years of experience as a designer/engineer of civil, transportation and preferably railroad or transit infrastructure.
- A minimum five (5) years of experience in managing railroad or transit construction projects including three (3) years of experience managing railroad projects on dense traffic "active" railroad corridors.
- Experience with railroad structure design, construction maintenance or condition rating and bridge management



- California Professional Engineers License

## **Knowledge, Skills, and Abilities**

### Knowledge of:

- California Public Works
- Industry issues, practices and procedures
- Applicable federal, state and local regulations
- SCRRRA policies and procedures

### Skilled In:

- Strong and effective leadership, team building, communication, and time management
- Analysis, measurement and process improvement
- Microsoft Office Suite

### Ability to:

- Provide clear direction and policy recommendations
- Anticipate and mitigate potential contractual and staff concerns
- Maintain relationships with appropriate railroad or functional industry partners
- Maintain technical competency and current knowledge of the field
- Develop and deliver commuter or freight railroad infrastructure projects

## **PHYSICAL REQUIREMENTS**

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment and work-related machinery
- Transport equipment or boxes up to 25lbs
- Exchange ideas through communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

## **Working Conditions**

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

*Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Last updated: February 2025

